

September 15, 2010

ITEM NO. A4

AUTHORIZATION TO EXERCISE THE FIRST ONE (1) YEAR OPTION WITH R4 SERVICES LLC FOR OFFSITE RECORD STORAGE SERVICES

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners ("Board") authorize the Chief Executive officer or his designee to exercise the first one (1) year option to extend Contract No. 9069 ("Contract") with R4 Services LLC for offsite record storage services in the amount of \$64,500.00. The Contract's new aggregate amount will be \$129,000.00.

RECOMMENDATION SUMMARY

Funding Code: General Fund

Vendor:	R4 Services LLC 1301 West 35 th Street Chicago, IL 60609
Contract Type:	Firm Fixed
Contract No.	9069
Original Contract Amount:	\$ 64,500.00
First Option Amount:	\$ 64,500.00
New Total Contract Amount:	\$129,000.00
Original Contract Period:	September 21, 2009 through September 20, 2010 (12 months)
First Option Period:	September 21, 2010 through September 20, 2011 (12 months)

M/W/DBE Participation:

Direct 10.54 %MBE %WBE %DBE
Indirect: 7.28 %MBE 10.60 %WBE %DBE
Waiver (Yes/No)

Section 3:

 (#) Hiring (\$) Subcontracting \$1,935.00 Other Economic Opportunities

GENERAL BACKGROUND

The Office of Information Technology Services is responsible for ensuring that the Chicago Housing Authority ("CHA") continuously provides a systematic and effective program for managing the life cycle of the CHA's records and storage to support the agency's operations. Prudent business practices dictate having storage and service agreements in place to ensure critical business records are maintained. Storage is a critical factor in the lifecycle, and retention.

The CHA issued a Request for Proposal (“RFP”) # 09-00341 on June 2, 2009. This RFP competitively solicited qualified firms and/or individuals who could provide Offsite Record Storage Services to the CHA. On June 25, 2009, six (6) responses were received. Of the six received, one was deemed nonresponsive, due to a failure to accurately respond to the specified scope of services and provide documentation as requested in the RFP. Out of the five companies that submitted a proposal only three (3) made the competitive range which was determine at 80 and above. The three (3) companies in the competitive range were R4 Services LLC, GRM and Iron Mountain. After meeting with each company for discussions and completing the second round of evaluations, it was determined that R4 Services LLC was the most responsible respondent and its proposal was the most advantageous to CHA, and was awarded a contract for offsite record storage services.

In September 2009, the CHA entered into a storage contract with R4 Services LLC for offsite record storage services for an amount of not-to-exceed \$64,500.00 for a one (1) year base term, with three (3) one (1) year options. R4’s best and final offer for the first one-year extension option was \$64,500.00. R4 Services has performed according to the contract and has provided reliable and quality services to CHA during the base year contract. CHA has been satisfied with the services provided and desires to exercise the first (1) year option with R4 Services.

Based on the foregoing, it is in the best interest of the CHA to authorize the Chief Executive Officer or his/her designee, to exercise the first one (1) year option with R4 Services LLC for the period of September 21, 2010 through September 20, 2011 for an amount of not-to-exceed \$64,500.00 to provide offsite record storage services. The Contract’s new aggregate amount will be \$129,000.00.

RESOLUTION NO. 2010-CHA106

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated September 15, 2010, entitled "AUTHORIZATION TO EXERCISE THE FIRST ONE (1) YEAR OPTION WITH R4 SERVICES LLC FOR OFFSITE RECORD STORAGE SERVICES",

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT The Board of Commissioners authorizes the Chief Executive Officer or his designee to exercise the first one (1) year extension option of Contract No. 9069 with R4 Services LLC, for offsite record storage services for an amount not-to-exceed \$64,500.00. The Contract's new aggregate amount will be \$129,000.00.

